

CESAS-IM

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 25-1-21

26 Jun 02

Information Management
CELLULAR TELEPHONE AND PAGER MANAGEMENT POLICY

1. Purpose. To establish policy, responsibility, and guidance for the acquisition and usage of cellular telephones and pagers.

2. Applicability. All employees in the Savannah District and Field Office mission areas.

3. Reference. AR 25-1, Army Information Management, 31 May 02.

4. Policy.

a. The Savannah District's cellular telephone policy is:

(1) Cellular telephones will be used for conducting official Government business only. Cellular telephones will not be authorized for personal use, except in an extreme emergency, determination of such will be made by the Division Chief. Making unauthorized calls with the intent to later reimburse the Government is strictly prohibited.

(2) Receiving unauthorized telephone calls on a cellular telephone is also prohibited, as it results in the Government being charged for airtime.

(3) Misuse of cellular telephones may result in criminal, civil, or administrative action including suspension or dismissal.

(4) All excess or returned wireless equipment should be coordinated through Information Management before being hand receipted to Logistics Management.

b. The Savannah District's pager policy is:

(1) Procurement and use of pagers will be authorized when full-time communications capability are needed for the accomplishment of missions or the performance of duty; and, where staff duty or other designated responsibility requires an official to be placed in an "on-call" status beyond normal duty hours.

(2) Pagers should not be provided to contractor personnel, unless specified as Government furnished equipment in the contract and cost responsibilities are set forth.

5. Responsibilities.

a. The Savannah District Commander will:

(1) Ensure that a review, approval, and managerial process are in place for all cellular telephones, pagers, and service acquisition requirements.

(2) Ensure that wireless technology investment decisions are based on economic considerations and appropriate cost analysis.

(3) Ensure that physical and fiscal accountability of cellular telephones and pagers are determined at the Requester (User) level.

b. Information Management (IM) will:

(1) Ensure that local compliance is in accordance with HQUSACE Acquisition and Use of Cellular Telephones and Pagers Policy.

(2) Make recommendations to the District Commander and Programs and Budget Advisory Committee (PBAC)/Executive Information Steering Committee (EISC) regarding cellular telephones and pagers.

(3) Acquire all cellular telephones, equipment, and service.

(4) Maintain a current Telephone Directory listing of all cellular telephones, along with the monthly usage and cost for each Division.

(5) Review and approve the District's monthly cellular telephone invoices and create a CEFMS Government Order receiving report for payment.

c. Requester (User) will:

(1) Contact IM for cellular service and/or equipment.

(2) Provide a work item for purchase of cellular telephone/equipment.

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(3) Ensure that monthly charges are accurate. Supervisors are responsible for reviewing and monitoring for evidence of proper usage and possible misuse/abuse of cellular service.

(4) Provide IM with any cellular telephone transfers or updates within their division office.

(5) Ensure that cellular telephones and pagers are hand receipted to the lowest possible level.

d. Logistics Management will ensure that cellular telephone and pager equipment are managed under property accountability regulations. Cellular telephone and pager equipment will be bar coded and hand receipted to hand receipt holders and sub hand receipted down to the user.

e. USACE Finance Center (UFC) will enter invoice received from IM in CEFMS, certify receipt voucher, and issue payment.

/s/

ROGER A. GERBER
COL, EN
Commanding

Distribution C & D